



## **Tobacco Indemnification and Community Revitalization Commission**

### **Grant Disbursement Guidelines**

Grants will be paid on a reimbursement basis upon submission of a signed payment request form (attached) and adequate supporting documentation. Reimbursement requests shall be submitted not more frequently than on a quarterly basis.

Adequate supporting documentation satisfactory to Commission staff shall be attached to all reimbursement requests and must include itemized invoices or substantially similar information from goods purchased or services performed based on the budget submitted with the application or revised budget approved by the Commission.

Up to 10 percent of the final payment amount may be withheld until the final grant report is received.

If the Grant Recipient has received any previous Commission grant funds, a final grant report for the previous project must be submitted before any additional funds are disbursed for new grant awards.

Any grant which is subject to contingency and such contingency has not been satisfied within one year of the date of the original grant award shall be subject to review as if it were a new application to the Commission.

Any grant upon which there has been no disbursement after one year from the date of the original grant award shall be subject to review as if it were a new application to the Commission.

In extraordinary circumstances, advance funding rather than reimbursement may be provided for grant awards. Guidelines for advance funding are set forth separately and any determination to provide advancement is in the sole discretion of the Commission.

Prior to receiving any grant funds, the Grant Recipient shall have signed the attached Letter of Agreement ("Agreement") and shall have returned such Agreement to the Executive Director of the Commission.

Authorization to make all determinations and payments under these guidelines is hereby delegated to the Executive Director.

--- Effective July 1, 2002